

3 FAH-2 H-400

APPENDIX D TYPING AND STENOGRAPHY QUALIFICATIONS REQUIREMENTS

(TL:FSNH-4; 8-3-93)

TYPING

Level 1

Employees at this level are required to type with a reasonable degree of accuracy and at a reasonable speed, but the level of typing skill is less than that required of a fully qualified typist. Positions which require Level 1 typing skill include those which perform typing of a repetitive nature in connection with other duties, e.g., mail clerk or receptionist, and also those involving a reporting function where typing is convenient and rapid means of recording information to superiors, e.g., Political Assistant.

Level 2

Employees at this level are required to be able to type with a high degree of accuracy and at a minimum speed of 40 words per minute. Positions which require this level of typing skills are usually clerk typists, or other positions which require a full qualified typist and are, therefore, designated parenthetically as a typist.

STENOGRAPHY

Level 1

Employees at this level are required to be able to take dictation at a recording speed of at least 80 words per minute, and maintain a high degree of accuracy. This is the journeyman level of stenography associated with clerk stenographer and secretary positions.

Level 2

Employees at this level are required to be able to take dictation or

conference proceedings at a recording speed of from 110 to 120 words per minute, and maintain a very high degree of accuracy. This level of stenographic skill is required in some secretary and upper level clerk stenographer positions concerned with conference reporting.